Notes

Each year Team AgLearn provides a custom report to identify incomplete Security Awareness mandatory training. The custom report for FY09 will most likely be named the **USDA FY09 Computer Security Awareness Incomplete Report**. Check with your Agency Lead to determine the exact name of the report for the current training cycle.
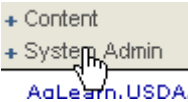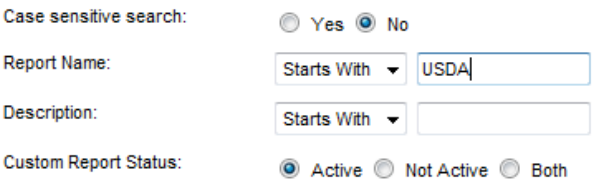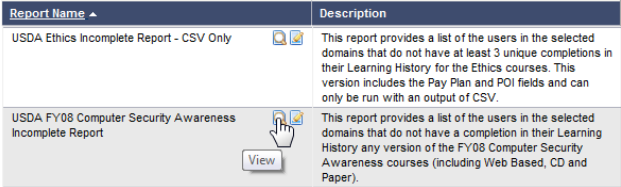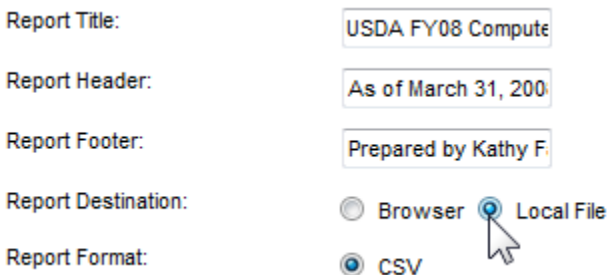
For Our Example, we enter the word **USDA** to see all reports that begin with that word.

Incomplete reports for future years training will always begin with the **USDA FYXX** naming convention.

For our illustration, we'll use the header and footer to identify the filter criteria and the person who prepared the report.

Running The Custom Computer Security Awareness Incomplete Report

This report provides a list of the users in the selected domains that do not have a completion in their Learning History for any version of the FY08 Computer Security Awareness courses (including Web Based, CD and Paper).

Step	Activity	View
1.	Click the **Reports** menu.	
2.	Select **System Admin** from the left menu.	+ Content + System Admin AgLearn.USDA.
3.	Select the **Custom Reports** link.	Background Report Jobs Custom Reports External Reports
4.	On the **> Search Custom Reports** screen, enter the search parameters in the **Report Name** field, or leave it blank to see all custom reports.	Case sensitive search: ○ Yes ● No Report Name: Starts With ▾ USDA Description: Starts With ▾ Custom Report Status: ● Active ○ Not Active ○ Both
5.	Click **Search**.	Search
6.	Click the **View** icon for the **USDA FY08 Computer Security Awareness Incomplete Report.**	Report Name ▲ — Description USDA Ethics Incomplete Report - CSV Only — This report provides a list of the users in the selected domains that do not have at least 3 unique completions in their Learning History for the Ethics courses. This version includes the Pay Plan and POI fields and can only be run with an output of CSV. USDA FY08 Computer Security Awareness Incomplete Report [View] — This report provides a list of the users in the selected domains that do not have a completion in their Learning History any version of the FY08 Computer Security Awareness courses (including Web Based, CD and Paper).
7.	Click the **Run** button.	Run
8.	Enter a header and footer, if desired (the Title has been entered for you). Select the Local File Report Destination so that you can save the CSV file on your PC.	Report Title: USDA FY08 Compute Report Header: As of March 31, 200 Report Footer: Prepared by Kathy F Report Destination: ○ Browser ● Local File Report Format: ● CSV

Notes

Running The Custom Computer Security Awareness Incomplete Report

9. Click the **Filter by criteria** icon to identify which users will be included.

For our example, we will enter the top level of the domain we wish to search.

10. On the **Create Filter** tab, enter the appropriate criteria for filtering the User request.

11. Click **Search**.

To include all employees in the entire domain, we have checked both the **Top Level Only** box and **Include Sub Domains** box.

12. Check the **Select** check box corresponding to the appropriate domain(s).

13. Click **Add to Filter**.

14. Click **Submit Filter**.

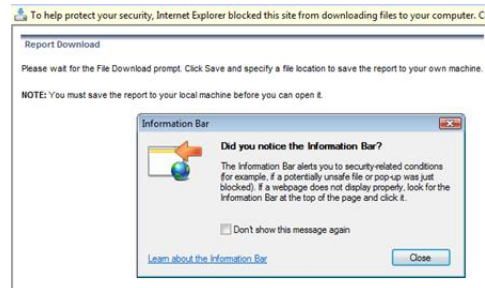**15.** Click the Item **Filter by criteria** icon.

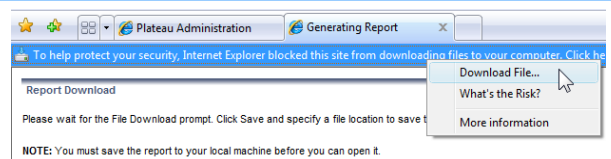**16.** Click **Run Report**.

Notes

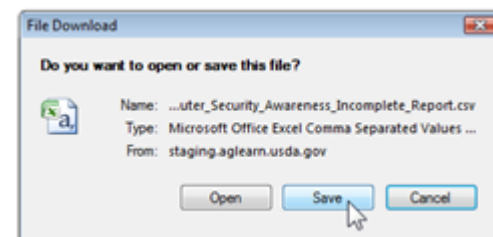## Running The Custom Computer Security Awareness Incomplete Report

17. Depending on your workstation configuration, you may be prompted to click again to verify that the download is from a trusted source.
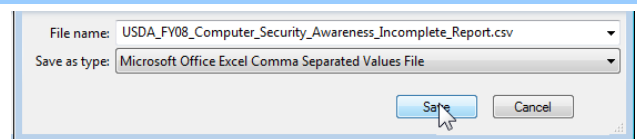
**18.** If prompted, click **Download file**.

19. Click **Save** to identify a location for the file on your computer.

20. Browse to the folder on your PC where you would like to save the file, then click **Save** to begin the download.

21. The file may take a minute or two to download, depending on your connection and the size of the file. Once downloading has completed, you can Close the Download box and search for the file on your computer.
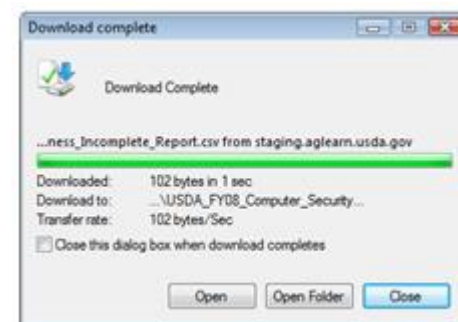
22. Double click the file to open the file in an Excel Spreadsheet format.

23. Use Excel to summarize your data in any fashion you choose.